

HOMES FOR THE AGED**ONSITE FACILITY INSPECTION - RESIDENT RECORD CHECKLIST**

Facility: _____ **Facility #:** _____ **Inspection Date:** _____

MCL333.20175 Maintaining record for each patient

R325.1942 Resident records. (1) A home shall provide a resident record for each resident.

(NOTE: the wording of some of the regulations has been edited for brevity)

R325.1942	Resident records
	(2) current resident record; entries dated and signed.
	(3) The resident record shall include at least all of the following:
	(a) Identifying information, including name, marital status, date of birth, and gender.
	(b) Name, address, and telephone number of next of kin or authorized representative, if any.
	(c) Name, address, and telephone number of person or agency responsible for the resident
	(d) Date of admission.
	(e) Date of discharge, reason for discharge, and place discharged to, if known.
	(g) Name, address, and telephone number of resident's licensed health care professional.
R325.1922	Admission and retention of residents.
	(1) Written resident admission contract, program statement, admission and discharge policy and a resident's service plan for each resident. See R.325. 1901 for definitions
R.325.1922	
	(2)(d) The home's policy governing the annual screening of residents for tuberculosis.
R325.1922	(3) At the time of an individual's admission, a home or the home's designee shall complete a written resident admission contract between the resident and/or the resident's authorized representative, if any, and the home. The resident admission contract shall, at a minimum, specify all of the following:
	(a) That the home shall provide room, board, protection, supervision, assistance, and supervised personal care consistent with the resident's service plan.
	(b) The services to be provided and the fees for the services.
	(c) The notice to be provided by the home to the resident and/or the resident's authorized representative, if any, upon any change in fees.
	(d) The transportation services that are provided, if any, and the fees for those services.
	(e) The home's admission and discharge policy.
	(f) The home's refund policy.
	(g) resident's rights and responsibilities, including those in MCL 33.20201(2)(3) and 20202.
	(4) the home shall review any changes in terms or conditions in the written resident admission contract with the resident and the resident's authorized representative, if any.

	(5) update each resident's service plan at least annually
	or if there is a significant change in the resident's care needs.
	Changes communicated to the resident and his or her authorized representative, if any.
	(6) written statement from licensed health care professional completed within the 90-day period before the individual's admission to the home if individual is under care for ongoing treatments or prescription medications that require the home's intervention or oversight, to provide.
	The statement shall list those treatments or medications for the purpose of developing and implementing the resident's service plan.
	If this statement is not available at the time of an emergency admission, then the home shall require that the statement be obtained not later than 30 days after admission.
	(7) evidence of tuberculosis screening which consists of an intradermal skin test, chest x-ray, or other methods recommended by the local health authority performed within 12 months before admission.
	(8) A home shall not retain a resident if the resident has harmed himself or herself or others, or has demonstrated behaviors that pose a risk of serious harm to himself or herself or others, unless the home has the capacity to manage the resident's behavior.
	(9) A home shall not admit a resident who requires continuous nursing care services of the kind normally provided in a nursing home as specified in MCL 333.21711(3) and MCL 333.21715(2).
	(10) A home shall not retain a resident who requires continuous nursing care services of any kind normally provided in a nursing home as specified in MCL 333.21711(3) and MCL 333.21715(2) unless the home meets the provisions of MCL 333.21325, or the individual is enrolled in and receiving services from a licensed hospice program or a home health agency.
	(11) In accordance with MCL 333.20201(3)(e), a home's discharge policy shall specify that a home for the aged resident may be transferred or discharged for any of the following reasons:
	(a) Medical reasons.
	(b) His or her welfare or that of other residents.
	(c) For nonpayment of his or her stay.
	(d) Transfer or discharge sought by resident or authorized representative.
	(12) reason for transfer or discharge shall be documented in the resident record.
	(13) provide a resident and his or her authorized representative, if any, and the agency responsible for the resident's placement, if any, with a 30-day written notice before discharge from the home. The written notice shall consist of all of the following:
	(a) reasons for discharge.
	(b) effective date of the discharge.
	(c) statement notifying the resident of the right to file a complaint with the department.
	The provisions of this subrule do not preclude a home from providing other legal notice as required by law.

	(15) A home may discharge a resident before the 30-day notice if the home has determined and documented that either, or both, of the following exist:
	(a) Substantial risk to the resident due to the inability of the home to meet the resident's needs or due to the inability of the home to assure the safety and well-being of the resident, other residents, visitors, or staff of the home.
	(b) A substantial risk or an occurrence of the destruction of property.
	(16) A home that proposes to discharge a resident for any of the reasons listed in subrule (15) of this rule shall take all of the following steps before discharging the resident:
	(a) notify the resident, the resident's authorized representative, if any, and the agency responsible for the resident's placement, if any, not less than 24 hours before discharge. The notice shall be verbal and issued in writing. The notice of discharge shall include all of the following information:
	(i) reason for the proposed discharge, including the specific nature of the substantial risk.
	(ii) alternatives to discharge that have been attempted by the home, if any.
	(iii) location to which the resident will be discharged.
	(iv) right of the resident to file a complaint with the department.
	(b) notify the department and adult protective services not less than 24 hours before discharge in the event of either of the following:
	(i) resident does not have an authorized representative or an agency responsible for the residents placement.
	(ii) resident does not have a subsequent placement.
	(c) notice to the department and adult protective services shall include all of the following information:
	(i) reason for the proposed discharge, including the specific nature of the substantial risk.
	(ii) alternatives to discharge that have been attempted by the home, if any.
	(iii) location to which the resident will be discharged, if known.
	(e) resident shall not be discharged until a subsequent setting that meets the resident's immediate needs is located.
R325.1901	Definitions.
	(21) " Service plan " means a written statement prepared by the home in cooperation with a resident and/or the resident's authorized representative or agency responsible for a resident's placement, if any, and that identifies:
	the specific care and maintenance
	services
	and resident activities
	appropriate for each individual resident's physical, social, and behavioral needs and well-being
	and the methods of providing the care and
	services while taking into account the preferences and competency of the resident.
R325.1942	(3) (f) Health information, as required by MCL 333.20175(1), and other health information needed to meet the resident's service plan.

R325.1931	Employees; general provisions.
	(1) Personal care and services that are provided to a resident by the home shall be designed to encourage residents to function physically and intellectually with independence at the highest practical level.
	(2) A home shall treat a resident with dignity and his or her personal needs, including protection and safety, shall be attended to consistent with the resident's service plan.
R325.1933	Personal care of residents.
	(1) A home shall provide a resident with necessary assistance with personal care such as, but not limited to, care of the skin, mouth and teeth, hands and feet, and the shampooing and grooming of the hair as specified in the resident's service plan.
	(2) A home shall afford a resident the opportunity and instructions when necessary for daily bathing, oral and personal hygiene, daily shaving, and hand washing before meals. A home shall ensure that a resident bathes at least weekly and more often if necessary.
R325.1951	Nutritional need of residents.
DELETE- already in food service	A home shall meet the food and nutritional needs of a resident in accordance with the recommended daily dietary allowances of the food and nutrition board of the national research council of the national academy of sciences, adjusted for age, gender, and activity, or other national authority acceptable to the department, except as ordered by a licensed health care professional.
R325.1952	Meals and special diets.
DELETE- already in food services	(1) A home shall offer 3 meals daily to be served to a resident at regular meal times. A home shall make snacks and beverages available to residents.
R325.1932	Resident medications.
	(1) Medication shall be given, taken, or applied pursuant to labeling instructions or signed orders by the prescribing licensed health care professional.
	(2) The giving, taking, or applying of prescription medications shall be supervised by the home in accordance with the resident's service plan.
	(3) If a home or the home's administrator or direct care staff member supervises the taking of medication by a resident, then the home shall comply with all of the following provisions:
	(a) Be trained in the proper handling and administration of medication.
	(b) Complete an individual medication log that contains all of the following information:
	(i) The medication.
	(ii) The dosage.
	(iii) Label instructions for use.
	(iv) Time to be administered.
	(v) The initials of the person who administered the medication, which shall be entered at the time the medication is given.
	(vi) A resident's refusal to accept prescribed medication or procedures.
	(c) Record the reason for each administration of medication that is prescribed on an as needed basis.

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